

DEPARTMENT OF COMMERCE  
BUREAU OF STANDARDS  
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## NATIONAL BUREAU OF STANDARDS

The Bureau of Standards is a part of the Department of Commerce and was established by an Act of Congress in 1901; it is charged with the development, construction, and maintenance of reference and working standards and their intercomparison, improvement, and application in science, engineering, industry, and commerce. Standards are divided into five classes, as follows:

- (1) Standards of Measurement;  
(Measurements of length, mass, time, heat, electricity, etc.)
- (2) Standard Constants;  
(The fixed relations between materials and energy, such as mechanical equivalents of heat, light, electricity, and gravitation)
- (3) Standards of Quality;  
(Specifications for material)
- (4) Standards of Performance;  
(Specifications of operative efficiency of machines and devices)
- (5) Standards of Practice;  
(Codes and regulations for governing construction, installation, and operation of buildings, machines, electrical transmission lines, and similar work)

The work of the Bureau is necessarily of an extremely varied character as will be evident from the above list. For purposes of organization, it has been found convenient to group together experts in similar lines of work irrespective of the class of standards dealt with. The Bureau is, therefore, divided into eleven scientific and technical divisions, each under a division chief, and every division is in turn subdivided into sections, each section dealing with a particular class of problems.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is divided into two main sections: the first section deals with the general situation of the country and the progress of the work during the year, and the second section deals with the specific results of the work.

2. The second part of the report deals with the specific results of the work. It is divided into three main sections: the first section deals with the results of the work in the field of agriculture, the second section deals with the results of the work in the field of industry, and the third section deals with the results of the work in the field of commerce.

3. The third part of the report deals with the conclusions and recommendations. It is divided into two main sections: the first section deals with the conclusions and the second section deals with the recommendations.

4. The fourth part of the report deals with the appendix. It contains a list of the names of the persons who have taken part in the work, a list of the names of the persons who have given assistance, and a list of the names of the persons who have given advice.

The divisions of the Bureau are: I. Electricity; II. Weights and Measures; III. Heat and Power; IV. Optics; V. Chemistry; VI. Mechanics and Sound; VII. Structural, Engineering and Miscellaneous Materials; VIII. Metallurgy; IX. Ceramics; X. Simplified Practice; and XI. Building and Housing.

Considering these in order, all questions in the field of electricity, whether they involve standards of measurement, performance, or practice, are referred to the Electrical Division. The determination of the correct value of a fundamental electrical unit or testing the performance of a motor would be carried out by this division.

The Division of Weights and Measures is concerned with all work in the field of weights and measures, from the calibration of the most accurate weights used in scientific laboratories and the measurement of a few millionths of an inch to the testing of railroad track scales and surveyors' tapes.

The Division of Heat and Power, as its name implies, is concerned with heat measurements of all sorts. Not only are thermometers and instruments for measuring high and low temperatures investigated by this division, but the work also includes the testing of heat engines, of which the familiar gasoline engine is a prominent example.

A great variety of scientific work depends upon the use of optical instruments and optical methods, and the Optical Division is concerned wholly with investigations in this field. The work includes spectroscopic analyses, the establishment of color standards, and the standardization of instruments used in the polariscopic tests of sugar.

Almost any test of a material involves a chemical analysis of some sort, and this work is done by the Chemistry Division. Much of this work is in cooperation with the other divisions of the Bureau and besides this any investigations in the field of chemistry are, of course, carried out by the Chemistry Division.

The Division of Mechanics and Sound is concerned with miscellaneous investigation and testing of engineering appliances and instruments, as well as work in the fields of aerodynamics and sound, particularly in connection with the testing of aircraft models and instruments and the measurement of the sound transmission of building materials.

The Division of Structural, Engineering and Miscellaneous Materials deals primarily with standards of quality for almost all the materials used in industrial work. Thus, standards for the quality of iron and steel, cement, concrete, lime, paper and paper products, leather, rubber, and textiles are established by this division.





Problems in connection with metals, except those involving the extraction of metals from ores, and the strength of fabricated metal parts, are investigated by the Division of Metallurgy. This is a very large field requiring investigation into the actual methods of production used in metallurgical plants. The equipment of the division for this purpose is unusually complete.

The ceramic industry, although a very old one, is only just now coming into its own in this country, and the Ceramic Division is aiding manufacturers by pointing out ways for the utilization of domestic clays, by setting standards for glass, including optical glass, and through studies of production processes.

The Division of Simplified Practice is endeavoring to reduce the number of sizes and types of articles in common use, through the concentration of manufacturers on the production of those sizes which are shown to be in greatest demand.

The Building and Housing Division is formulating standards for houses, with the object of securing better and more economical construction of dwellings. Allied problems, such as the zoning of municipalities, are also studied.

The equipment of the Bureau's laboratories is probably the finest in the world for investigational work. It is housed in 14 permanent and several temporary buildings located on a 35-acre tract of land a short distance beyond the more thickly populated portion of the city of Washington. It is easily reached by the Chevy Chase car line or by automobile along Connecticut Avenue.

The Bureau is required by law to carry out tests or investigations requested by the National or State Governments without charge. In the case of private individuals, certain investigations are undertaken where the results would seem to be of benefit to the public, the Bureau reserving the right to use the data thus obtained as it sees fit. Some routine testing is likewise done for private individuals and manufacturers where no commercial laboratory is fitted to perform the work. In these cases nominal fees are charged for the testing which are turned in to the Treasury Department.

Results of the Bureau's investigations and researches are made available for the public through its publications. These comprise five series entitled: Scientific Papers, Technologic Papers, Circulars, Miscellaneous Publications, and Handbooks. They may be bought from the Superintendent of Documents, Government Printing Office, Washington, D. C. Circular 24 of the Bureau of Standards with its supplements comprises a list of all the publications issued by the Bureau to date. Those interested in scientific work in general will find this circular useful for reference purposes. Others desiring lists of the Bureau's publications along specific lines may obtain mimeographed lists of this sort from the Information Section of the Bureau.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be carefully documented to ensure the integrity of the financial data. This section also outlines the procedures for reconciling accounts and identifying any discrepancies that may arise.

In the second section, the focus shifts to the analysis of the recorded data. It describes how the collected information can be used to identify trends, patterns, and potential areas of concern. The text provides a detailed explanation of the various analytical tools and techniques employed to interpret the data effectively.

The third section details the implementation of the findings from the analysis. It outlines the specific actions that need to be taken to address any identified issues and to optimize the overall performance of the system. This part also includes a discussion on the importance of regular monitoring and reporting to ensure that the implemented changes are having the desired effect.

The final section of the document provides a summary of the key points discussed throughout the report. It reiterates the importance of a systematic approach to financial record-keeping and analysis, and offers some concluding thoughts on the future of the system. The text concludes by expressing confidence in the ability of the team to continue to improve and refine the process over time.



